

# Charter School Application Evaluation Form

---

## Charter School Application Evaluation Form

**Scored by:**

---

This form documents the score given to the proposed charter school by a member of the City of Milwaukee Common Council Charter School Review Committee. Any applicant achieving an average score of less than 50% for any one section of the application will be automatically denied the opportunity to open a charter school. The CSRC may not recommend an applicant even when the applicant meets the minimum scoring requirements if there is general consensus among committee members that the school has not demonstrated that they will achieve the necessary results with city of Milwaukee children.

Recommendation of Charter School Review Committee is conditioned upon the following:

1. For schools that are provisionally approved, a second presentation of material will be required, with follow-up material identified in the "phased application checklist" provided by CSRC staff; and
2. All schools will need to meet follow-up conditions named in their contract before opening.

## Section 1: School Governance, Administration, and Financial Systems

### Mission and Vision (Maximum points: 5)

Points awarded: \_\_\_\_\_

- Mission and vision of the proposed charter school meets the needs of children
- Applicant demonstrates a need for the proposed school.

Concerns:

\_\_\_\_\_

---

---

### Governance (Maximum points: 8)

Points awarded: \_\_\_\_\_

- Well-defined legal structure
- Clear identification of responsibility for all major functions
- Clear lines of accountability between people who govern the school and those who Manage it
- Appropriate combination of skill levels on the Board to contribute to the success of the school

Concerns:

\_\_\_\_\_

---

---

### Operational and Fiscal Management of School (Maximum points: 7)

Points awarded: \_\_\_\_\_

- Clear definition of responsibility for all management functions
- Compliance with generally accepted procedures for fiscal management, investment of funds, audit and accounting procedures
- Clear, easy to read parent handbook
- Comprehensive personnel manual addressing staff recruitment, retention, training and licensing
- Comprehensive operations manual
- Comprehensive accounting policies and procedures manual (addresses fiscal Management procedures, internal controls and investment policies)

Concerns:

\_\_\_\_\_

---

---

**Budget** (Maximum points: 15)

Points awarded: \_\_\_\_\_

- Clear delineation of sources of revenues and categories of expenses
- Realistic methods of estimating revenues and expenses
- Acceptable methods for dealing with deficits and other contingencies
- Results of a review of an affiliated organization

Concerns:

\_\_\_\_\_

---

---

**Facility** (Maximum points:5)

Points awarded: \_\_\_\_\_

- General condition of facility
- Adequacy of space for the program described
- If no facility identified, score is based on plan and applicant's capacity for obtaining a suitable facility.

Concerns:

\_\_\_\_\_

---

---

**Audits** (no points; observations)

Concerns:

\_\_\_\_\_

---

---

**TOTAL POINTS FOR SECTION 1:** \_\_\_\_\_ of 40

## Section II: Educational Program

### Description of educational program (Maximum points: 15)

Points awarded: \_\_\_\_\_

- Clarity and cohesiveness of educational program
- Program specifies both content focus and student performance goals
- Program builds developmentally across levels
- Program specifies varied types of formal and informal assessment
- Program design incorporates use of feedback to improve teaching and student learning
- Degree to which goals are measurable
- Goals are linked in a systematic way with the design of assessment
- Quality of performance standards

Concerns:

---

---

### Educational results (Maximum points: 10)

Points awarded: \_\_\_\_\_

- Appropriate choice of measures of academic progress, including local measures in reading, writing, math, and IEP goals.
- Assessment measures are credible and useful in improving teaching and learning
- Existing schools demonstrate adequate student progress
- Methods incorporate multiple demonstrations of various types
- Accountability to City of Milwaukee CSRC
- Reporting method is reasonable and clear

Concerns:

---

---

### Other accountability measures (Maximum points: 10)

Points awarded: \_\_\_\_\_

- Relationship of proposed measures to school quality
- Relationship of measures to school mission and educational program
- If school has been in operation, clear relationship between past educational performance and proposed educational program
- If a high school, annual graduation plan demonstrates likelihood that students will graduate and be prepared for post-secondary opportunities

Concerns:

---

---

---

**Qualifications of teaching staff** (Maximum points: 10)

Points awarded: \_\_\_\_\_

- Appropriateness of standards for faculty and staff
- Overall ability of staff to meet student needs
- Plans to evaluate staff
- Adequacy of personnel manual in describing policies and procedures for hiring and releasing staff

Concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Admission requirements** (Maximum points: 5)

Points awarded: \_\_\_\_\_

- Clarity of relationship of admissions procedures to school mission and academic goals
- Fairness of admissions procedures
- The program serves children at risk (NI state law requires that CSRC show a preference for at-risk programs)
- Applicant's plans for adapting the education program will likely result in a successful learning experience for children with disabilities
- Ensures due process rights of applicants

Concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Disciplinary procedures** (Maximum points: 5)

Points awarded: \_\_\_\_\_

- Fairness of process
- Coherent and reasonable grounds for disciplinary action

Concerns:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Plan to educate children with disabilities** (Maximum points: 5)

Points awarded: \_\_\_\_\_

- Clarity of relationship of admissions procedures to school mission and academic goals.
- Fairness of admissions procedures.
- The program serves children of risk.
- Applicant's plan to educate children with disabilities is likely to comply with IDEA.
- Applicant's has begun developing and solidifying relationships with other agencies to serve children with disabilities.
  
- Applicant's plans for adapting the education program will likely result in a successful learning experience for children with disabilities.
- Existing schools demonstrate an awareness of their obligations under IDEA and other federal regulations related to children with disabilities.

TOTAL POINTS FOR SECTION II : \_\_\_\_\_of 60

TOTAL POINTS FOR SECTION I and II : \_\_\_\_\_of 100